

18. Books and Other Individual Titles on CD-ROM, DVD, or Disk

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 2 Books

Chapter 11B Forthcoming Books

Chapter 15 Books and Other Individual Titles in Audiovisual Formats

Chapter 22 Books and Other Individual Titles on the Internet

Sample Citation and Introduction to Citing Entire Books and Other Individual Titles on CD-ROM, DVD, or Disk

The general format for a reference to an entire book on CD-ROM, DVD, or disk, including punctuation:

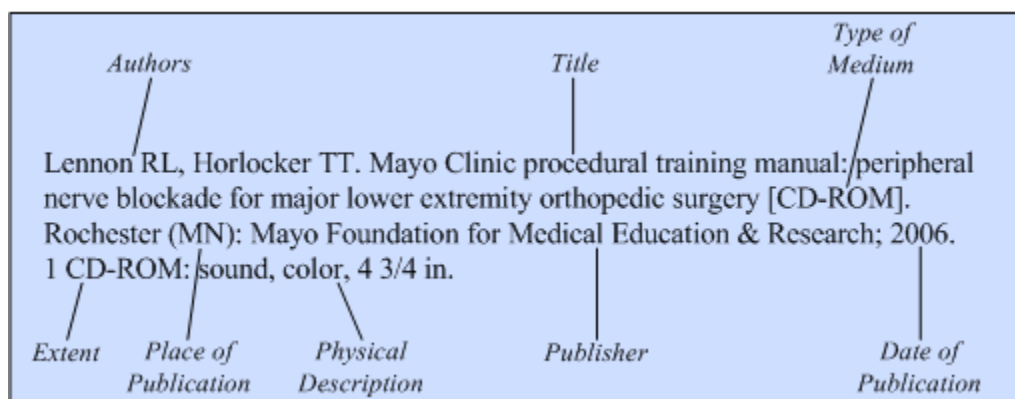


Illustration of the general format for a reference to an entire book on CD-ROM, DVD, or disk.

Examples of Citations to Books and Other Individual Titles on CD-ROM, DVD, or Disk

A book or other type of monograph on CD-ROM, DVD, or disk is cited in a way similar to such books appearing in print, with these exceptions:

- Because special equipment is needed to view these materials, the type of medium (CD-ROM, DVD, disk) is placed in square brackets after the title.
- If the CD-ROM, DVD, or disk has been updated or revised since the initial date of publication, the date of update/revision is added in square brackets after the date of publication.
- Extent (pagination) is given in terms of the number and type of physical pieces, such as 1 DVD or 2 CD-ROMs.
- Physical description such as color and size may be added after the extent.
- System requirements such as the names and versions of any required software may be included as a note.

The authoritative source for information to use in a citation for a book is, in order of preference: the opening screen(s); the face of the CD-ROM, DVD, or disk; the jewel case (carrying case); and accompanying print documentation.

While all books have elements in common for citation purposes (such as author, title, publisher information, and date), specific types of monographs have additional elements. For example, technical report citations should include report and contract numbers and bibliography citations should include the time period covered and the number of references included. Citation examples for such specific types of books are included below, but refer to the chapters covering these publications for more detail.

Parts and Contributions to Books on CD-ROM, DVD, or Disk

This chapter includes citation rules for entire books on CD-ROM, DVD, or disk. For citing parts or contributions to these books, combine the guidelines presented in this chapter with those in Chapter 2B Individual Volumes of Books (Chapter 2B(1) Volumes With a Separate Title but Without Separate Authors/Editors or Chapter 2B(2) Volumes With a Separate Title and Separate Authors/Editors), Chapter 2C Parts of Books, and Chapter 2D Contributions to Books. See also examples 44-45 below.

Because a reference should start with the individual or organization with responsibility for the intellectual content of a publication:

- Begin a reference to a part of a book with information about the book; follow it with the information about the part
- Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the book itself.

As when citing parts and contributions to print books, provide the length of the part or contribution to a book on CD-ROM, DVD, or disk whenever possible. If traditional page numbers are not present, calculate the extent of the part or contribution using the best means possible, i.e., number of paragraphs, screens, pages if printed out, or minutes if an oral presentation. Since screen size and print fonts vary, precede the estimated number of screens and pages with the word about and place extent information in square brackets, such as [about 3 screens]. For parts and contributions that contain hyperlinks, however, such as the last sample citation in example 44, it will not be possible to provide the length.

Continue to Citation Rules with Examples for Books and Other Individual Titles on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Books and Other Individual Titles on CD-ROM, DVD, or Disk.

Citation Rules with Examples for Books and Other Individual Titles on CD-ROM, DVD, or Disk

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Extent (Pagination) (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for Books on CD-ROM, DVD, or Disk (required)

General Rules for Author/Editor:

- List names in the order they appear on the opening screens, the jewel case (carrying case), or in accompanying material
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor:

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)
- Non-English words for editors
- Organizations as author
- No author can be found
- Options for author names

Examples for Author/Editor:

1. Standard citation to a book on CD-ROM, DVD, or disk
2. Book on CD-ROM, DVD, or disk showing authors with optional full first names
3. Book on CD-ROM, DVD, or disk with author/editor name including designations of rank within a family
4. Book on CD-ROM, DVD, or disk with authors/editors having particles or prefixes in their names
5. Book on CD-ROM, DVD, or disk with authors/editors having compound last names

6. Book on CD-ROM, DVD, or disk with secondary authors when there is no author
7. Book on CD-ROM, DVD, or disk with author(s) and secondary authors
8. Book on CD-ROM, DVD, or disk with organization as author/editor
9. Book on CD-ROM, DVD, or disk with organization as author, with subsidiary department/division named
10. Book on CD-ROM, DVD, or disk with multiple organizations as author
11. Book on CD-ROM, DVD, or disk with no authors or editors

Author Affiliation for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Author Affiliation:

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation:

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Examples for Author Affiliation:

12. Book on CD-ROM, DVD, or disk with author affiliation included

Title for Books on CD-ROM, DVD, or Disk (required)

General Rules for Title:

- Enter the book title as it appears on the opening screens, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title:

- Book titles not in English
- Book titles in more than one language
- Translated book titles ending in punctuation other than a period
- Book titles containing a Greek letter, chemical formula, or another special character

- No book title can be found

Examples for Book Title:

13. Book title on CD-ROM, DVD, or disk with subtitle
14. Book title on CD-ROM, DVD, or disk ending in punctuation other than a period
15. Book title on CD-ROM, DVD, or disk in a language other than English
16. Book on CD-ROM, DVD, or disk published with equal text in two languages
40. Book on CD-ROM, DVD, or disk that is a conference proceedings

Content Type for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Content Type:

- A content type alerts the user that the reference is not to a standard book but to a dissertation, master's thesis, bibliography, or map
- Place [dissertation], [master's thesis], [bibliography], or [map] after the book title
- Follow the bracketed content type with a space
- See Chapter 5 Dissertations and Theses, Chapter 6 Bibliographies, and Chapter 9 Maps for more detail

Examples for Content Type:

41. Book on CD-ROM, DVD, or disk that is a bibliography
42. Book on CD-ROM, DVD, or disk that is a dissertation

Type of Medium for Books on CD-ROM, DVD, or Disk (required)

General Rules for Type of Medium:

- Indicate the type of medium (CD-ROM, DVD, disc, etc.) following the title (and content type, if present)
- Place the name of the medium in square brackets and end with a period, such as "[DVD]."
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for books in audiovisual formats and Chapter 22 for books on the Internet

Specific Rules for Type of Medium:

- Both a content type and medium
- Book in more than one type of medium
- Book titles ending in punctuation other than a period
- Book titles not in English

Examples for Type of Medium:

14. Book title on CD-ROM, DVD, or disk ending in punctuation other than a period
15. Book title on CD-ROM, DVD, or disk in a language other than English
16. Book on CD-ROM, DVD, or disk published with equal text in two languages
36. Book on CD-ROM, DVD, or disk in more than one medium
41. Book on CD-ROM, DVD, or disk that is a bibliography
42. Book on CD-ROM, DVD, or disk that is a dissertation

Edition for Books on CD-ROM, DVD, or Disk (required)

General Rules for Edition:

- Indicate the edition/version being cited after the title and type of medium when a book is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Specific Rules for Edition:

- Abbreviation rules for editions
- Non-English words for editions
- First editions
- Both an edition and a version

Examples for Edition:

18. Book on CD-ROM, DVD, or disk with an edition or version
19. Book on CD-ROM, DVD, or disk with an edition or version in a language other than English
20. Book on CD-ROM, DVD, or disk with an edition and a version

Editor and other Secondary Authors for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Editor and other Secondary Authors:

- A secondary author modifies the work of the author. Examples include editors, producers, translators, and illustrators.
- Place the names of secondary authors after the title, following any content type, type of medium, or edition statement
- Use the same rules for the format of names given in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators (but not producers) to the author position in the reference

Specific Rules for Editor and other Secondary Authors:

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author

Examples for Editor and other Secondary Authors:

6. Book on CD-ROM, DVD, or disk with secondary authors when there is no author

7. Book on CD-ROM, DVD, or disk with author(s) and secondary authors

Place of Publication for Books on CD-ROM, DVD, or Disk (required)

General Rules for Place of Publication:

- Place is defined as the city where the book was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication:

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Examples for Place of Publication:

21. Book on CD-ROM, DVD, or disk with well-known place of publication
22. Book on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity
23. Book on CD-ROM, DVD, or disk with place of publication inferred
24. Book on CD-ROM, DVD, or disk with no place of publication found
29. Book on CD-ROM, DVD, or disk with no place of publication or publisher found
34. Book on CD-ROM, DVD, or disk with no place, publisher, or date of publication found

Publisher for Books on CD-ROM, DVD, or Disk (required)

General Rules for Publisher:

- Give the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher:

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher

- Joint publication
- Multiple publishers
- No publisher can be found

Examples for Publisher:

25. Book on CD-ROM, DVD, or disk with publisher having a subsidiary department/division
26. Book on CD-ROM, DVD, or disk with government agency or other national body as publisher
27. Book on CD-ROM, DVD, or disk with joint publishers
28. Book on CD-ROM, DVD, or disk with no publisher found
29. Book on CD-ROM, DVD, or disk with no place of publication or publisher found
34. Book on CD-ROM, DVD, or disk with no place, publisher, or date of publication found

Date of Publication for Books on CD-ROM, DVD, or Disk (required)

General Rules for Date of Publication:

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date of publication information with a period unless a Date of Update/Revision is included, then use a space

Specific Rules for Date of Publication:

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Examples for Date of Publication:

30. Book on CD-ROM, DVD, or disk with month included in date of publication
31. Book on CD-ROM, DVD, or disk with date range
32. Book on CD-ROM, DVD, or disk with date of copyright instead of date of publication
33. Book on CD-ROM, DVD, or disk with update date
34. Book on CD-ROM, DVD, or disk with no place, publisher, or date of publication found

Date of Update/Revision for Books on CD-ROM, DVD, or Disk (required)

General Rules for Date of Update/Revision:

- A book may be updated or otherwise revised after the date of publication

- Use whatever wording for update/revision is found, such as updated, revised, or modified
- Enter date information in the format year month day, such as updated 2006 Oct 2
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place all update/revision information in square brackets, such as [updated 2006 Oct 2]
- End date of update/revision with a period outside the closing bracket

Specific Rules for Date of Update/Revision:

- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Examples for Date of Update/Revision:

33. Book on CD-ROM, DVD, or disk with update date

Extent (Pagination) for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Extent (Pagination):

- Give the total number of physical pieces on which the book appears
- Follow the number with the name of the medium, such as 2 CD-ROMs or 4 computer disks
- End extent information with a period unless physical description is included, then use a colon

Specific Rules for Extent (Pagination):

- More than one type of medium

Examples for Extent (Pagination):

35. Book on CD-ROM, DVD, or disk with extent and physical description

Physical Description for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Physical Description:

- Give information on the physical characteristics of the book, such as 1 CD-ROM: color, 4 3/4 in.

Specific Rules for Physical Description:

- Language for describing physical characteristics
- More than one type of medium

Examples for Physical Description:

35. Book on CD-ROM, DVD, or disk with extent and physical description

Series for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Series:

- Begin with the name of the series
- Capitalize only the first word and proper nouns

- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Specific Rules for Series:

- Series editor's name provided
- Multiple series

Examples for Series:

37. Book on CD-ROM, DVD, or disk with a series

Language for Books on CD-ROM, DVD, or Disk (required)

General Rules for Language:

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language:

- Books appearing in more than one language

Examples for Language:

15. Book title on CD-ROM, DVD, or disk in a language other than English

19. Book on CD-ROM, DVD, or disk with an edition or version in a language other than English

21. Book on CD-ROM, DVD, or disk with well-known place of publication

Notes for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Notes:

- Notes is a collective term for any useful information given after the citation
- Complete sentences are not required
- Be brief

Specific Rules for Notes:

- System requirements
- Other types of material to include in notes

Examples for Notes:

38. Book on CD-ROM, DVD, or disk with optional system requirements

39. Book on CD-ROM, DVD, or disk with supplemental note included

43. Book on CD-ROM, DVD, or disk that is a technical report

Examples of Citations to Books and Other Individual Titles on CD-ROM, DVD, or Disk

1. Standard citation to a book on CD-ROM, DVD, or disk

Kacmarek RM. Advanced respiratory care [CD-ROM]. Version 3.0. Philadelphia: Lippincott Williams & Wilkins; c2000. 1 CD-ROM: sound, color, 4 3/4 in.

Subbarao M. Tough cases in carotid stenting [DVD]. Woodbury (CT): Cine-Med, Inc.; 2003. 1 DVD: sound, color, 4 3/4 in.

Miller C, Wildman S, Elgiadi S. The I.C.N.E. computer assisted instruction for intravenous medications: calculation problems [disk]. Spokane (WA): I.C.N.E.; c1990. 1 computer disk: 5 1/4 in.

2. Book on CD-ROM, DVD, or disk showing authors with optional full first names

Anderson, Shauna C.; Poulsen, Keila B. Anderson's electronic atlas of hematology [CD-ROM]. 2nd version. Philadelphia: Lippincott Williams & Wilkins; c2002. 1 CD-ROM: color, 4 3/4 in.

3. Book on CD-ROM, DVD, or disk with author/editor name including designations of rank within a family

Rosser J Jr. Laparoscopic cholecystectomy: patient education program [CD-ROM]. New York: Springer-Verlag New York; c1998. 2 CD-ROMs: sound, color, 4 3/4 in.

Dalley AF 2nd, Gould DJ. Dynamic human anatomy: student version [CD-ROM]. Version 1.0 for Windows. [Baltimore (MD)]: Lippincott Williams & Wilkins; c2004. 1 CD-ROM: color, 4 3/4 in.

Spitzer M, Jones HW 3rd, Runowicz CD, Waggoner SE. Advanced colposcopy [CD-ROM]. Washington: American College of Obstetricians and Gynecologists; c2002. 1 CD-ROM: sound, color, 4 3/4 in.

4. Book on CD-ROM, DVD, or disk with authors/editors having particles or prefixes in their names

McBryde AM Jr, Haddad SL, Marks RM, McCluskey LC, editors. Selective exposures in orthopaedic surgery: the ankle [CD-ROM]. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 CD-ROM: sound, color, 4 3/4 in.

Cody RP, Just SB, de la Motte CL. Understanding biostatistics [disk]. Chapel Hill (NC): Health Sciences Consortium; [1990?]. 4 computer disks: color, 5 1/4 in.

De Simone R, Paoletta G. Interactive atlas of transesophageal color doppler echocardiography [CD-ROM]. Heidelberg (Germany): Springer Electronic Media; c1997. 1 CD-ROM: color, 4 3/4 in.

Van Ost L. Goniometry: an interactive tutorial [CD-ROM]. Thorofare (NJ): SLACK; c2000. 1 CD-ROM: sound, color, 4 3/4 in.

White SC, Wagner IV, van der Stelt PF. DS X-Ray: decision support for interpretation of radiographic lesions and clinical management [CD-ROM]. Berlin: Quintessenz Verlag; c2003. 1 CD-ROM: sound, color, 4 3/4 in.

Schwid HA, O'Donnell DF. Sedation simulator [CD-ROM]. Version 1.0. Issaquah (WA): Anesoft Corporation; c1998. 1 CD-ROM: sound, color, 4 3/4 in.

5. Book on CD-ROM, DVD, or disk with authors/editors having compound last names

Bush-Joseph CA, editor. Selective exposures in orthopaedic surgery: the knee [CD-ROM]. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 CD-ROM: sound, color, 4 3/4 in.

Martinez de Castillo SL, Werner-McCullough M. Calculating drug dosages: an interactive approach to learning nursing math [CD-ROM]. Philadelphia: F.A. Davis; c2002. 1 CD-ROM: 4 3/4 in.

6. Book on CD-ROM, DVD, or disk with secondary authors when there is no author

Got C, editor. Urological pathology = Pathologie urologique [CD-ROM]. ADICAP; ICG Memoire Directe, producers. Heidelberg (Germany): Springer Electronic Media; [1998?]. 1 CD-ROM: color, 4 3/4 in. (Atlas of pathology; 5). English, French.

Hawkins RJ, Pearl ML, editors. The athlete's shoulder [DVD]. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 DVD: sound, color, 4 3/4 in.

Arrhythmias case studies [CD-ROM]. Version 5.0 for Windows. **Massachusetts General Hospital, Laboratory of Computer Science; Harvard Medical School**, producers. Boston: Massachusetts General Hospital; c1998. 1 CD-ROM: sound, color, 4 3/4 in.

Mentoring: the experience of a lifetime [DVD]. **Envision, Inc.**, producers. Brooklyn (NY): National Student Nurses' Association; c2005. 1 DVD: 25 min., sound, color, 4 3/4 in.

Origins of human aggression: the other story [DVD]. **Maher JP**, director. [Montreal (QC)]: National Film Board of Canada; 2005. 1 DVD: 50 min., sound, color, 4 3/4 in.

7. Book on CD-ROM, DVD, or disk with author(s) and secondary authors

Bradshaw S. The Millennium goals: dream or reality? [DVD]. **Richards J**, editor. London: TVE; c2004. 1 DVD: 27 min., sound, color, 4 3/4 in.

Brocheriou C, Baglin AC, Wassef. Stomatology - ENT = Stomatologie - ORL [CD-ROM]. **Got C**, editor; ADICAP; ICG Memoire Directe, producers. Heidelberg (Germany): Springer Electronic Media; [1998?]. 1 CD-ROM: color, 4 3/4 in. English, French.

Wenger NS, Lieberman JR. Ethical issues in orthopaedic surgery [DVD]. **American Academy of Orthopaedic Surgeons; Academic Orthopaedic Society; American Orthopaedic Association**, producers. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2003. 1 DVD: 21 min., sound, color, 4 3/4 in.

8. Book on CD-ROM, DVD, or disk with organization as author/editor

John Sabella & Associates Incorporated. Onboard first aid: immediate actions [DVD]. South Tom's River (NJ): Shipboard Video Express; c2005. 1 DVD: sound, color, 4 3/4 in.

Texas Heart Institute. Aortic valve replacement [CD-ROM]. West Hartford (CT): ORlive; c2005. 1 CD-ROM: sound, color, 4 3/4 in.

9. Book on CD-ROM, DVD, or disk with organization as author, with subsidiary department/division named

Yale University School of Medicine, Center for Advanced Instructional Media. Atlas of myocardial perfusion imaging [CD-ROM]. Macintosh ed. 1.0. St. Louis (MO): Mosby-Year Book; c1996. 1 CD-ROM: color, 4 3/4 in.

10. Book on CD-ROM, DVD, or disk with multiple organizations as author

University of North Carolina at Chapel Hill, School of Public Health; Centers for Disease Control and Prevention (US). The epidemic of obesity: personal choice or environmental consequence? [DVD]. [place, publisher, date unknown]. 1 DVD: 4 3/4 in.

11. Book on CD-ROM, DVD, or disk with no authors or editors

Typhoid Mary, the most dangerous woman in America [DVD]. Nancy Porter Productions, Inc., producer. Boston: WGBH Educational Foundation; c2005. 1 DVD: 60 min., sound, color, 4 3/4 in.

Acid-base disorders [CD-ROM]. London: Association of Clinical Biochemists; c1996. 1 CD-ROM: sound, color, 4 3/4 in.

12. Book on CD-ROM, DVD, or disk with author affiliation included

Wertheimer D (School of Medicine, University of Maryland, Baltimore, MD). Pressure sores: tips for the GNA [DVD]. Baltimore (MD): Video Press; 2005. 1 DVD: 20 min., sound, color, 4 3/4 in.

13. Book title on CD-ROM, DVD, or disk with subtitle

Alpert EJ. Domestic violence: the role of the proactive physician [DVD]. Secaucus (NJ): Network for Continuing Medical Education; c2004. 1 DVD: 60 min., sound, color, 4 3/4 in.

14. Book title on CD-ROM, DVD, or disk ending in punctuation other than a period

Bradshaw S. The Millennium goals: dream or reality? [DVD]. Richards J, editor. London: TVE; c2004. 1 DVD: 27 min., sound, color, 4 3/4 in.

University of North Carolina at Chapel Hill, School of Public Health; Centers for Disease Control and Prevention (US). The epidemic of obesity: personal choice or environmental consequence? [DVD]. [place, publisher, date unknown]. 1 DVD: 4 3/4 in.

15. Book title on CD-ROM, DVD, or disk in a language other than English

Hager H. Ophthalmodynamographie: eine neue augenärztliche Methode zur Beurteilung des Gehirnkreislaufes [DVD]. Tübingen (Germany): Eberhard-Karls-Universität; 1968. 1 DVD: 16 min., sound, color, 4 3/4 in. German.

Fischer D. Samuel Gottlieb Gmelin (1744-1774): das Schicksal eines deutschen Arztes in Russland im Jahrhundert der Aufklärung [CD-ROM]. Lubeck (Germany): Universität zu Lubeck, Institut für Medizin- und Wissenschaftsgeschichte; 2005. 1 CD-ROM: sound, color, 4 3/4 in. German.

Lopez Pinero JM, Jerez Moliner F. Atlas historico de la ilustracion anatomica: desde el Renacimiento al Siglo XX [CD-ROM]. Valencia (Spain): Faximil Edicions Digitales; c2003. 1 CD-ROM: 4 3/4 in. Spanish.

with translation included

Lopez Pinero JM, Jerez Moliner F. Atlas historico de la ilustracion anatomica: desde el Renacimiento al Siglo XX [Historical atlas of medical illustration: from the Renaissance to the 20th century] [CD-ROM]. Valencia (Spain): Faximil Edicions Digitales; c2003. 1 CD-ROM: 4 3/4 in. Spanish.

16. Book on CD-ROM, DVD, or disk published with equal text in two languages

Got C, editor. Urological pathology = Pathologie urologique [CD-ROM]. ADICAP; ICG Memoire Directe, producers. Heidelberg (Germany): Springer Electronic Media; [1998?]. 1 CD-ROM: color, 4 3/4 in. English, French.

Rached T. **Medecins de coeur = Doctors with hearts** [DVD]. [Montreal (QC)]: National Film Board of Canada; c2006. 1 DVD: 112 min., sound, color, 4 3/4 in. **French, English.**

17. Book on CD-ROM, DVD, or disk published with text in multiple languages

WHO medicines bookshelf [CD-ROM]. Version 4.0. Geneva: World Health Organization; c2004. 1 CD-ROM: 4 3/4 in. **English, French, Spanish.**

18. Book on CD-ROM, DVD, or disk with an edition or version

Whelan GP. **Acute head injury [CD-ROM]. Windows version 1.0.** Chapel Hill (NC): Health Sciences Consortium; [1997?]. 4 CD-ROMs: sound, color, 4 3/4 in.

Adult health nursing concepts & skills [CD-ROM]. **Version 2.0 for Windows 3.1/95/98.** Chapel Hill (NC): Professional Development Software; c1999. 1 CD-ROM: sound, color, 4 3/4 in.

Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. **2nd version.** Philadelphia: Lippincott Williams & Wilkins; c2002. 1 CD-ROM: color, 4 3/4 in.

Anatomical landmarks in dental radiology [CD-ROM]. **Release 1.0.** Houten (Netherlands): BSL Publishers; c1997. 1 CD-ROM: color, 4 3/4 in.

Atlas SW. MRI of the brain and spine [CD-ROM]. **3rd ed. on CD-ROM.** Philadelphia: Lippincott Williams & Wilkins; 2003. 1 CD-ROM: color, 4 3/4 in.

Patient education on CD-ROM: health care advice for children, teens, and their parents [CD-ROM]. **2nd ed.** Elk Grove (IL): American Academy of Pediatrics; c2001. 1 CD-ROM: color, 4 3/4 in. English, Spanish.

19. Book on CD-ROM, DVD, or disk with an edition or version in a language other than English

OECD health data: comparative analysis of health systems = Eco-sante OCDE: analyse comparative des systemes de sante [disk]. **3.6 version.** Paris: CREDES; 1995. 2 computer disks: 3 1/2 in. English, French.

Plantas medicinales de Mexico: usos y remedios tradicionales = Medicinal plants of Mexico: traditional uses and remedies [CD-ROM]. **Ed. bilingue espanol-ingles.** Xochimilco (Mexico): Centro de Tecnologia Electronica e Informatica; c1995. 1 CD-ROM: sound, color, 4 3/4 in. Spanish, English.

20. Book on CD-ROM, DVD, or disk with an edition and a version

Colditz JC, McGrouther DA, Harris JM. Interactive hand [CD-ROM]. **Therapy ed.; Version 1.1.** London: Primal Pictures Ltd.; 2001. 1 CD-ROM: color, 4 3/4 in.

Clinical teaching slides on CD-ROM: 16 chapters of teaching images in gastroenterology & liver disease [CD-ROM]. **2nd ed.; Version 2.0.** Timonium (MD): Milner-Fenwick; c2001. 1 CD-ROM: color, 4 3/4 in.

Netter FH. Interactive atlas of human anatomy [CD-ROM]. **Version 3.0; Student ed.** Teterboro (NJ): Icon Learning Systems; c2003. 1 CD-ROM: sound, color, 4 3/4 in.

21. Book on CD-ROM, DVD, or disk with well-known place of publication

Age of AIDS [DVD]. **New York:** PBS; 2006. 1 DVD: 240 min., sound, color, 4 3/4 in.

Kohlbach W. Dental explorer [CD-ROM]. Deutschen TV, producer. **Berlin:** Quintessenz Verlag; 1999. 1 CD-ROM: sound, color, 4 3/4 in. English, French, German, Italian, Spanish.

22. Book on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity

Jeffrey RB Jr. Abdominal and pelvic ultrasound with CT and MR correlation [CD-ROM]. Lafayette (CA): Medical Interactive; 1995. 1 CD-ROM: sound, color, 4 3/4 in.

Anatomical landmarks in dental radiology [CD-ROM]. Release 1.0. Houten (Netherlands): BSL Publishers; c1997. 1 CD-ROM: color, 4 3/4 in.

Wounds that won't heal: the adverse childhood experiences study [DVD]. Nevada City (CA): Cavalcade Productions; c2005. 1 DVD: 30 min., sound, color, 4 3/4 in.

Fischer D. Samuel Gottlieb Gmelin (1744-1774): das Schicksal eines deutschen Arztes in Russland im Jahrhundert der Aufklärung [CD-ROM]. Lubeck (Germany): Universitat zu Lubeck, Institut fur Medizin- und Wissenschaftsgeschichte; 2005. 1 CD-ROM: sound, color, 4 3/4 in. German.

23. Book on CD-ROM, DVD, or disk with place of publication inferred

Lewis D, Christensen D. War hospital [DVD]. Montreal (QC): National Film Board of Canada; 2005. 1 DVD: 89 min., sound, color, 4 3/4 in.

ER: the complete first season [DVD]. Constant C Productions; Amblin Entertainment, producers. Burbank (CA): Warner Home Video; 2003. 4 DVDs: 1179 min., sound, color, 4 3/4 in.

24. Book on CD-ROM, DVD, or disk with no place of publication found

Hooked: illegal drugs and how they got that way [DVD]. Tera Media, producer. [place unknown]: A & E Television Networks; c2004. 2 DVDs: 200 min., sound, color with black & white sequences, 4 3/4 in.

Thant M. ECG primer [disk]. [place unknown]: Information Systems for Medicine; c1987. 4 computer disks: sound, color, 5 1/4 in.

Baker S. The sexually abused child: a protocol for criminal justice [DVD]. [place unknown]: Profile Films; c1978. 1 DVD: 25 min., sound, color, 4 3/4 in.

25. Book on CD-ROM, DVD, or disk with publisher having a subsidiary department/division

Gausche-Hill M, Goodrich SM, Poore PD, editors. Pediatric airway management [CD-ROM]. Torrance (CA): Harbor-UCLA Medical Center, Department of Emergency Medicine; [2001?]. 1 CD-ROM: 4 3/4 in.

26. Book on CD-ROM, DVD, or disk with government agency or other national body as publisher

NIOSH pocket guide to chemical hazards and other databases [CD-ROM]. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2002. 1 CD-ROM: color, 4 3/4 in.

ATSDR toxprofiles 2004: including ToxFAQs [CD-ROM]. Atlanta: Agency for Toxic Substances and Disease Registry (US), Division of Toxicology; 2004. 2 CD-ROMs: 4 3/4 in. English, Spanish.

The complete library of NCCN clinical practice guidelines in oncology [CD-ROM]. Rockledge (PA): National Comprehensive Cancer Network (US); 2003 Mar. 1 CD-ROM: 4 3/4 in.

Parker RR, Phillip CB. Rocky Mountain spotted fever vaccine [DVD]. [Washington]: Public Health Service (US); 1941. 1 DVD: 20 min., silent, color, 4 3/4 in.

27. Book on CD-ROM, DVD, or disk with joint publishers

Spitzer M, Jones HW 3rd, Runowicz CD, Waggoner SE. Advanced colposcopy [CD-ROM]. Washington: American College of Obstetricians and Gynecologists; c2002. 1 CD-ROM: sound, color, 4 3/4 in. **Joint publication of the American Society for Colposcopy and Cervical Pathology.**

28. Book on CD-ROM, DVD, or disk with no publisher found

Leung CW. Diagnostic picture tests in paediatric infectious diseases [CD-ROM]. Princess Margaret Hospital; Our Lady of Maryknoll Hospital, producers. Hong Kong: **[publisher unknown]**; 2000. 1 CD-ROM: color, 4 3/4 in.

29. Book on CD-ROM, DVD, or disk with no place of publication or publisher found

Hear the difference: early identification, early intervention, outcomes for children who are deaf or hard of hearing [DVD]. **[place unknown: publisher unknown]**; 2006. 1 DVD: 9 min., sound, color, 4 3/4 in.

Akhter J, Sahhar HS. Pediatric pulmonology, immunology & allergy: teaching CD [CD-ROM]. **[place unknown: publisher unknown]**; 2003. 1 CD-ROM: sound, 4 3/4 in.

Sherman RA. Pain assessment & intervention from a psychophysiological perspective [CD-ROM]. **[place unknown: publisher unknown]**; 2003?. 1 CD-ROM: 4 3/4 in.

30. Book on CD-ROM, DVD, or disk with month included in date of publication

The complete library of NCCN clinical practice guidelines in oncology [CD-ROM]. Rockledge (PA): National Comprehensive Cancer Network (US); **2003 Mar**. 1 CD-ROM: 4 3/4 in.

31. Book on CD-ROM, DVD, or disk with date range

National Library of Medicine's asthma exhibit hits the road: the traveling exhibit you can fit in your pocket [DVD]. Bethesda (MD): National Library of Medicine (US); **2002-2004**. 1 DVD: sound, color, 4 3/4 in.

32. Book on CD-ROM, DVD, or disk with date of copyright instead of date of publication

Schlegel W, Mahr A. 3D conformal radiation therapy: multimedia introduction to methods and techniques [CD-ROM]. New York: Springer Verlag; **c2002**. 1 CD-ROM: color, 4 3/4 in.

Hillman SK. Interactive functional anatomy [DVD]. London: Primal Pictures Ltd.; **c2003**. 1 DVD: color, 4 3/4 in.

Cowen PS, Van Hoozer HL. Child abuse and the nurse's role [disk]. Chapel Hill (NC): Health Sciences Consortium; **c1993**. 3 computer disks: 3 1/2 in.

33. Book on CD-ROM, DVD, or disk with update date

Rubenstein E, editor. Scientific American medicine consult [CD-ROM]. Version 2.5a. New York: Scientific American, Inc.; 1990 **[updated 1990 Sep]**. 1 CD-ROM: color, 4 3/4 in.

34. Book on CD-ROM, DVD, or disk with no place, publisher, or date of publication found

Sherman RA. Pain assessment & intervention from a psychophysiological perspective [CD-ROM]. **[place, publisher, date unknown]**. 1 CD-ROM: 4 3/4 in.

35. Book on CD-ROM, DVD, or disk with extent and physical description

Hinman D. Body of evidence: from the case files of Dayle Hinman [DVD]. Falldorf S, Toth R, Garofalo A, producers. Thousand Oaks (CA): Goldhil Video; c2004. 2 DVDs: 325 min., sound, color, 4 3/4 in.

Eden D. Energy medicine with Donna Eden [DVD]. Lon Gibby Productions, producer. Ashland (OR): Inner-source; c2005. 3 DVDs: 6 hr., sound, color, 4 3/4 in.

Parker RR, Phillip CB. Rocky Mountain spotted fever vaccine [DVD]. [Washington]: Public Health Service (US); 1941. 1 DVD: 20 min., silent, color, 4 3/4 in.

Miller C, Wildman S, Elgiadi S. The I.C.N.E. computer assisted instruction for intravenous medications: calculation problems [disk]. Spokane (WA): I.C.N.E.; c1990. 1 computer disk: 5 1/4 in.

OECD health data: comparative analysis of health systems = Eco-sante OCDE: analyse comparative des systemes de sante [disk]. 3.6 version. Paris: CREDES; 1995. 2 computer disks: 3 1/2 in. English, French.

36. Book on CD-ROM, DVD, or disk in more than one medium

Haney H, Leibsohn J. Basic counseling responses in groups: a multimedia learning system for the helping professions [CD-ROM + videocassette]. Pacific Grove (CA): Brooks/Cole/Wadsworth; c2001. 1 CD-ROM: sound, color, 4 3/4 in.; 1 videocassette: 38 min., sound, color, 1/2 in.

Keyboard microbiology series [CD-ROM + disk]. Blue Bell (PA): Keyboard Pub.; 1995. 1 CD-ROM: color, 4 3/4 in.; 5 computer disks: 3 1/2 in.

37. Book on CD-ROM, DVD, or disk with a series

Got C, editor. Urological pathology = Pathologie urologique [CD-ROM]. ADICAP; ICG Memoire Directe, producers. Heidelberg (Germany): Springer Electronic Media; [1998?]. 1 CD-ROM: color, 4 3/4 in. (Atlas of pathology; 5). English, French.

NIOSH pocket guide to chemical hazards and other databases [CD-ROM]. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2002. 1 CD-ROM: color, 4 3/4 in. (DHHS (NIOSH) publication; no. 2002-140).

New directions [DVD]. Sherborn (MA): Aquarius Health Care Videos; 2005. 1 DVD: 60 min., sound, color, 4 3/4 in. (Cancer Story series).

Bradshaw S. The Millennium goals: dream or reality? [DVD]. Richards J, editor. London: TVE; c2004. 1 DVD: 27 min., sound, color, 4 3/4 in. (Life 4; no. 1).

Alpert EJ. Domestic violence: the role of the proactive physician [DVD]. Secaucus (NJ): Network for Continuing Medical Education; c2004. 1 DVD: 60 min., sound, color, 4 3/4 in. (NCME DVD; no. 844).

38. Book on CD-ROM, DVD, or disk with optional system requirements

Rosenberg AG. The arthritic knee [CD-ROM]. 2nd ed. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 CD-ROM: sound, 4 3/4 in. System Requirements: 586 Class Chip (e.g., K6, Pentium), 200 MHz or better; 32 MB RAM, 2MB or more of video RAM; Windows 95 or Windows 98; CD-ROM (8x or faster) or DVD drive (4x or faster); Sound Blaster-compatible sound card; modem compliant with standard V.90. (56 Kbps); mouse.

Young MJ. Introductory genetics [disk]. Pelham (NY): E.M.E. Corp.; c1983. 1 computer disk: 5 1/4 in. System Requirements: Apple II, Apple II Plus, or Apple IIe.

39. Book on CD-ROM, DVD, or disk with supplemental note included

Giardino AP. Child maltreatment: training modules and slide sets [CD-ROM]. St. Louis (MO): G.W. Medical Pub.; c2000. 1 CD-ROM: 4 3/4 in. Accompanied by: 3 vol. of instructional modules and 3 vol. of workbooks.

Sherman RA. Pain assessment & intervention from a psychophysiological perspective [CD-ROM]. [place, publisher, date unknown]. 1 CD-ROM: 4 3/4 in. Located at: National Library of Medicine, Bethesda, MD; WL 704 CDR no.8 2003.

The clinician administered post traumatic stress disorder (PTSD) scale [CAPS]: an independent study [CD-ROM]. Washington: Department of Veterans Affairs (US), Employee Education System; [2002?]. 1 CD-ROM: 4 3/4 in. Developed in cooperation with VA Northwest Network Mental Illness Research, Education, and Clinical Center and VA National Center for Post-Traumatic Stress Disorder.

Mold in the building environment [DVD]. Atlanta (GA): American Society of Heating, Refrigerating, and Air-Conditioning Engineers, c2005. 1 DVD: 180 min., sound, color, 4 3/4 in. Sponsored by ASHRAE's Chapter Technology Transfer Committee.

Miller C, Wildman S, Elgiadi S. The I.C.N.E. computer assisted instruction for intravenous medications: calculation problems [disk]. Spokane (WA): I.C.N.E.; c1990. 1 computer disk: 5 1/4 in. ICNE is the Intercollegiate Center for Nursing Education.

Kacmarek RM. Advanced respiratory care [CD-ROM]. Version 3.0. Philadelphia: Lippincott Williams & Wilkins; c2000. 1 CD-ROM: sound, color, 4 3/4 in. ISBN: 9780683404890.

40. Book on CD-ROM, DVD, or disk that is a conference proceedings

Colon and rectal surgery [CD-ROM]. 90th Annual Clinical Congress of the American College of Surgeons; 2004 Oct 10-14; New Orleans, LA. Woodbury (CT): Cine-Med; c2004. 2 CD-ROMs: 4 3/4 in.

7th International Medical Workforce Collaborative Conference [CD-ROM]; 2003 Sep; Oxford, UK. New South Wales (Australia): Commonwealth Department of Health and Aged Care, Australian Medical Workforce Advisory Committee; 2003. 1 CD-ROM: 4 3/4 in.

41. Book on CD-ROM, DVD, or disk that is a bibliography

Voigts LE, Kurtz PD, compilers. Scientific and medical writings in Old and Middle English: an electronic reference [bibliography on CD-ROM]. Windows version. Ann Arbor (MI): University of Michigan Press; c2000. 1 CD-ROM: color, 4 3/4 in.

42. Book on CD-ROM, DVD, or disk that is a dissertation

Okroi M. Der blutgruppenforscher Fritz Schiff (1889-1940): Leben, Werk und Wirkung eines jüdischen Deutschen [dissertation on CD-ROM]. [Lubeck (Germany)]: Universität zu Lubeck; 2004. 1 CD-ROM: 4 3/4 in. German.

43. Book on CD-ROM, DVD, or disk that is a technical report

Souza K, Hogan R, Ballard R, Etheridge G, editors. Callahan PX. Life into space: space life sciences experiments; Ames Research Center 1965-1990 [CD-ROM]. Moffett Field (CA): National Aeronautics and Space Administration (US), Ames Research Center; 2000. 1 CD-ROM: sound, color, 4 3/4 in. Report No.: NASA 00026329.

44. Part of a Book on CD-ROM, DVD, or disk

Barun J. The children show [DVD]. Derry (NH): Chip Taylor Communications; 2004. **Chapter 3, Ethical considerations; [25 min.]**. 1 DVD: sound, color, 4 3/4 in.

Dalley AF 2nd, Gould DJ. Dynamic human anatomy: student version [CD-ROM]. Version 1.0 for Windows. [Baltimore (MD)]: Lippincott Williams & Wilkins; c2004. **Chapter 6.13, Structures of the axilla, anterior view; [1 screen]**. 1 CD-ROM: color, 4 3/4 in.

Drake RE. Robert E. Drake on treating co-occurring disorders [DVD]. Center City (MN): Hazelden Foundation; c2006. **Figure 5.6, Motivation strategies; [1 screen]**. 1 DVD: sound, color, 4 3/4 in.

Haile-Mariam T. Challenger infectious diseases: complete primary and acute care presentations of infections diseases [CD-ROM]. Stack LB, editor. Memphis (TN): Challenger Corp.; 2004 May. **Head and neck infections**. 1 CD-ROM: sound, color, 4 3/4 in.

45. Contribution to a Book on CD-ROM, DVD, or disk

Bekowitz RL. **Litigation and the American obstetrician**. In: 2005 advances in obstetrics, gynecology & ultrasonography [DVD]. Program 1. Tampa (FL): Educational Symposia; 2005 Aug 1. **Lecture 2; [21 min.]**. 1 DVD: sound, color, 4 3/4 in.

Box 1: Surnames with hyphens and other punctuation in them:

- Keep hyphens in surnames

Estelle Palmer-Canton *becomes* Palmer-Canton E

Ahmed El-Assmy *becomes* El-Assmy A

- Keep particles, such as O', D', and L'

Alan D. O'Brien *becomes* O'Brien AD

James O. L'Esperance *becomes* L'Esperance JO

U. S'adeh *becomes* S'adeh U

- Omit all other punctuation in surnames

Charles A. St. James *becomes* St James CA

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Box 2: Other surname rules:

- Keep prefixes in surnames

Lama Al Bassit *becomes* Al Bassit L

Jiddeke M. van de Kamp *becomes* van de Kamp JM

Gerard de Pouvourville *becomes* de Pouvourville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno *becomes* Lopez Moreno S

Jaime Mier y Teran *becomes* Mier y Teran J

Virginie Halley des Fontaines *becomes* Halley des Fontaines V

[If you cannot determine from the opening screens whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text or in any accompanying material for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

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Box 3: Given names containing punctuation, a prefix, a preposition, or particle:

- Disregard hyphens joining given (first or middle) names

Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

D'Arcy Hart *becomes* Hart D

W. St. John Patterson *becomes* Patterson WS

De la Broquerie Fortier *becomes* Fortier D

Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly *becomes* Wunderly C

C. Fr. Erdman *becomes* Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

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Box 4: Degrees, titles, and honors before or after a personal name:

- Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

Kristine Schmidt, Ph.D. *becomes* Schmidt K

Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand *becomes* Hildebrand F

Dr. Jane Eberhard *becomes* Eberhard J

Captain R.C. Williams *becomes* Williams RC

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Box 5: Designations of rank in a family, such as Jr and III:

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

James G. Jones II *becomes* Jones JG 2nd

John A. Adams III *becomes* Adams JA 3rd

Henry B. Cooper IV *becomes* Cooper HB 4th

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Box 6: Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean):

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

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Box 7: Non-English words for editor:

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

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Box 8: Organizations as author:

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a book as authors, use the names of the individuals as the author and give the organization at the end of the reference as a note, if desired

Stahl PH, Wermuth CG, editors. Handbook of pharmaceutical salts: properties, selection, and use. New York: Wiley-VCH; c2002. 374 p. Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations in languages other than English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>]. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

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Box 9: No author can be found:

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

Morrison CP, Court FG, editors.

Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title. Do not use anonymous.

Typhoid Mary, the most dangerous woman in America [DVD]. Nancy Porter Productions, Inc., producer. Boston: WGBH Educational Foundation; c2005. 1 DVD: 60 min., sound, color, 4 3/4 in.

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Box 10: Options for author names:

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

Rastan S, Hough T, Kierman A, et al.

Adler DG, Baron TH, Davila RE, and others.

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Box 11: Abbreviations in affiliations:

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

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Box 12: E-mail address included:

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

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Box 13: Organizational names not in English:

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucurest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese, Korean)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Author Affiliation

Box 14: Names for cities and countries not in English:

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

Moskva *becomes* Moscow

Wien *becomes* Vienna

Italia *becomes* Italy

Espana *becomes* Spain

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Author Affiliation

Box 15: Book titles not in English:

- Give the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, etc.)

Lopez Pinero JM, Jerez Moliner F. Atlas historico de la ilustracion anatomica: desde el Renacimiento al Siglo XX [CD-ROM]. Valencia (Spain): Faximil Edicions Digitales; c2003. 1 CD-ROM: 4 3/4 in. Spanish.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Pruvodce Zdravotnickym muzeem v Praze s obrazovou galerii sbirek [CD-ROM]. Prague: Koniasch Latin Press; 1999. 1 CD-ROM: 4 3/4 in. Czech.

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

Zhongguo sheng wu yi xue wen xian shu ju ku [CD-ROM]. Beijing: Zhongguo yi xue ke xue yuan, Yi xue xin xi yan jiu suo; [1993?]. 1 CD-ROM: sound, color, 4 3/4 in. Chinese.

or

[Chinese biomedical disk] [CD-ROM]. Beijing: Zhongguo yi xue ke xue yuan, Yi xue xin xi yan jiu suo; [1993?]. 1 CD-ROM: sound, color, 4 3/4 in. Chinese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

Hager H. Ophthalmodynamographie: eine neue augenärztliche Methode zur Beurteilung des Gehirnkreislaufes [DVD]. Tübingen (Germany): Eberhard-Karls-Universität; 1968. 1 DVD: 16 min., sound, color, 4 3/4 in. German.

- Provide an English translation after the original language title whenever possible; place translations in square brackets

Lopez Pinero JM, Jerez Moliner F. Atlas historico de la ilustracion anatomica: desde el Renacimiento al Siglo XX [Historical atlas of medical illustration: from the Renaissance to the 20th century] [CD-ROM]. Valencia (Spain): Faximil Edicions Digitales; c2003. 1 CD-ROM: 4 3/4 in. Spanish.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Title

Box 16: Book titles in more than one language:

- If a book title is written in several languages:
 - Give the title in the first language found on the opening screens
 - List all languages of publication after the extent (pagination) and any physical description
 - Separate the languages by commas
 - End the list of languages with a period

Example:

WHO medicines bookshelf [CD-ROM]. Version 4.0. Geneva: World Health Organization; c2004. 1 CD-ROM: 4 3/4 in. English, French, Spanish.

- If a book title is presented in two or more equal languages, as often occurs in Canadian publications:
 - Give all titles in the order in which they are given in the text
 - Place an equals sign with a space on each side between each title
 - List the particular languages, separated by commas, after the extent (pagination) and any physical description
 - End the list of languages with a period

Example:

Rached T. Medecins de coeur = Doctors with hearts [DVD]. [Montreal (QC)]: National Film Board of Canada; c2006. 1 DVD: 112 min., sound, color, 4 3/4 in. French, English.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Title

Box 17: Translated book titles ending in punctuation other than a period:

- Most titles end in a period. When a translation of a book title is provided, place it in square brackets. Place the closing period after the type of medium.

Lopez Pinero JM, Jerez Moliner F. Atlas historico de la ilustracion anatomica: desde el Renacimiento al Siglo XX [Historical atlas of medical illustration: from the Renaissance to the 20th century] [CD-ROM]. Valencia (Spain): Faximil Edicions Digitales; c2003. 1 CD-ROM: 4 3/4 in. Spanish.

- If a translated title ends in another form of punctuation, keep that punctuation. Place it within the square brackets for the translation and end title information with a period.

Une epidemie de l'obesite? [An epidemic of obesity?] [DVD].

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Title

Box 18: Book titles containing a Greek letter, chemical formula, or another special character:

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

1,3-dichloro-5,5-dimethylhydantoin

von Willebrand factor and the mechanisms of platelet function

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Synthesis of β -amino acids

may become

Synthesis of beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

TiO₂ nanoparticles

may become

TiO(2) nanoparticles

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Title

Box 19: No book title can be found:

Occasionally a publication does not appear to have any title; the book or other document simply begins with the text. In this circumstance:

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Title

Box 20: Both a content type and a medium:

- If a dissertation, master's thesis, bibliography, or map is on a CD-ROM, DVD, or disk, give the content type and the word "on" before the type of medium.

Voigts LE, Kurtz PD, compilers. Scientific and medical writings in Old and Middle English: an electronic reference [bibliography on CD-ROM]. Windows version. Ann Arbor (MI): University of Michigan Press; c2000. 1 CD-ROM: color, 4 3/4 in.

Okroi M. Der blutgruppenforscher Fritz Schiff (1889-1940): Leben, Werk und Wirkung eines jüdischen Deutschen [dissertation on CD-ROM]. [Lubeck (Germany)]: Universität zu Lubeck; 2004. 1 CD-ROM: 4 3/4 in. German.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Type of Medium

Box 21: Book in more than one type of medium:

- If a book is presented in more than one type of medium, give both
- Separate the two types by a plus sign with a space on either side
- Place both in square brackets

Examples:

Haney H, Leibsohn J. Basic counseling responses in groups: a multimedia learning system for the helping professions [CD-ROM + videocassette]. Pacific Grove (CA): Brooks/Cole/Wadsworth; c2001. 1 CD-ROM: sound, color, 4 3/4 in.; 1 videocassette: 38 min., sound, color, 1/2 in.

Keyboard microbiology series [CD-ROM + disk]. Blue Bell (PA): Keyboard Pub.; 1995. 1 CD-ROM: color, 4 3/4 in.; 5 computer disks: 3 1/2 in.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Type of Medium

Box 22: Book titles ending in punctuation other than a period:

- Most book titles end in a period. Place [CD-ROM], [DVD], or [disk] inside the period.

Schwid HA, O'Donnell DF. Sedation simulator [CD-ROM]. Version 1.0. Issaquah (WA): Anesoft Corporation; c1998. 1 CD-ROM: sound, color, 4 3/4 in.

- If a title ends in another form of punctuation, keep that punctuation and follow [CD-ROM], [DVD], or [disk] with a period

University of North Carolina at Chapel Hill, School of Public Health; Centers for Disease Control and Prevention (US). The epidemic of obesity: personal choice or environmental consequence? [DVD]. [place, publisher, date unknown]. 1 DVD: 4 3/4 in.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Type of Medium

Box 23: Book titles not in English:

- If a translation of a title is provided, place the type of medium (CD-ROM, DVD, disk) within square brackets after the translation.

Lopez Pinero JM, Jerez Moliner F. Atlas historico de la ilustracion anatomica: desde el Renacimiento al Siglo XX [Historical atlas of medical illustration: from the Renaissance to the 20th century] [CD-ROM]. Valencia (Spain): Faximil Edicions Digitales; c2003. 1 CD-ROM: 4 3/4 in. Spanish.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Type of Medium

Box 24: Abbreviation rules for editions:

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.

Word	Abbreviation
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period

3rd rev. ed.

1st Engl. ed.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Edition

Box 25: Non-English words for editions:

- For non-English edition statements using the roman alphabet (French, German, Spanish, Italian, etc.):
 - Provide the name in the original language
 - Abbreviate common words used in edition statements if the language is a familiar one
 - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
 - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat letters marked with diacritics or accents as if they are not marked

Ä treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title proper by a space
- Retain the punctuation used in the edition statement
- Follow abbreviated words by a period and end edition information with a period

Examples:

Ed. 1a.

5. ed. interamente riv. e aggiornata.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

- For an edition statement in Cyrillic, Greek, Arabic, or Hebrew:
 - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].
 - Abbreviate common words used in edition statements if the language is a familiar one
 - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
 - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Examples: ĉ or ĉ becomes c

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title proper by a space
- Retain the punctuation used in the edition statement
- Follow abbreviated words by a period and end all edition information with a period

Examples:

Izd. 3., perer. i dop.

2. dopunjeno izd.

2. ekd. epeux.

3. ekd.

- For an edition statement in a character-based language such as Chinese, Japanese, and Korean:
 - Transliterate or translate the words for edition
 - Do not abbreviate any of the words or omit any words
 - Use the capitalization system of the particular language
 - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Examples:

ō becomes o

ū becomes u

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title by a space
- Retain the punctuation used in the edition statement
- End all edition information with a period

Examples:

Shohan.

Dai 1-han.

Dai 3-pan.

Di 3 ban.

Cai se ban, Xianggang di 1 ban.

Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.

Language	Word for Edition	Abbreviation
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Edition

Box 26: First editions:

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions were published and you wish to cite the earlier one

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Edition

Box 27: Both an edition and a version:

If a CD-ROM, DVD, or disk provides information for both an edition and a version:

- Give both, in the order presented
- Separate the two statements with a semicolon
- End edition/version information with a period

Examples:

Clinical teaching slides on CD-ROM: 16 chapters of teaching images in gastroenterology & liver disease [CD-ROM]. 2nd ed.; Version 2.0. Timonium (MD): Milner-Fenwick; c2001. 1 CD-ROM: color, 4 3/4 in.

Netter FH. Interactive atlas of human anatomy [CD-ROM]. Version 3.0; Student ed. Teterboro (NJ): Icon Learning Systems; c2003. 1 CD-ROM: sound, color, 4 3/4 in.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Edition

Box 28: More than one type of secondary author:

A book may have several types of secondary author.

- List all of them in the order they are given in the publication
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

Examples:

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Editor and other Secondary Authors

Box 29: Secondary author performing more than one role:

- If the same secondary author performs more than one role:
- List all of them in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

Example:

Jones AB, editor and translator.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Editor and other Secondary Authors

Box 30: Non-English names for secondary authors:

- Translate the word for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.
- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

- Below is a brief list of non-English words for secondary authors to assist in identifying them:

Language	Word for Editor	Word for Producer	Word for Translator	Word for Illustrator
French	redacteur editeur	producteur	traducteur	illustrateur
German	redakteur herausgeber	produzent produzentin	ubersetzer dolmetscher	illustrator
Italian	redattore curatore editore	produttore	traduttore	disegnatore
Russian	redaktor izdatel	rezhisser	perevodchik	konstruktor
Spanish	redactor	productor	traductor	ilustrador

Language	Word for Editor	Word for Producer	Word for Translator	Word for Illustrator
	editor	productora		

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Editor and other Secondary Authors

Box 31: Organization as editor or other secondary author:

An organization may be listed as an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author
- Place a comma, space, and the word editor, producer, or other role after the organizational name

Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon

Brocheriou C, Baglin AC, Wassef M. Stomatology - ENT = Stomatologie - ORL [CD-ROM]. Got C, editor; ADICAP; ICG Memoire Directe, producers. Heidelberg (Germany): Springer Electronic Media; [1998?]. 1 CD-ROM: color, 4 3/4 in. English, French.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Editor and other Secondary Authors

Box 32: Non-US cities:

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* æ

œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

Montreal (QC):

Ottawa (ON):

Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

London:

Rome:

Paris:

Madrid:

but

Malaga (Spain): *or* Malaga (ES):

Basel (Switzerland): *or* Basel (CH):

Oxford (England): *or* Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Place of Publication

Box 33: Joint publication:

Two organizations may co-publish a book.

- Use the city of the first organization found on the opening screens (or on the face of the CD-ROM, DVD, or disk, or on the jewel case or in accompanying material if no publisher information appears on the opening screens), as the place of publication
- Place the name of the second organization as a note at the end of the citation, if desired

Spitzer M, Jones HW 3rd, Runowicz CD, Waggoner SE. Advanced colposcopy [CD-ROM]. Washington: American College of Obstetricians and Gynecologists; c2002. 1 CD-ROM: sound, color, 4 3/4 in. Joint publication of the American Society for Colposcopy and Cervical Pathology.

- Do not give multiple places as place of publication or include multiple publishers

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Place of Publication

Box 34: Multiple places of publication:

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Place of Publication

Box 35: No place of publication can be found:

- If no place of publication can be found on the opening screens (or on the face of the CD-ROM, DVD, or disk, or on the jewel case or in accompanying material), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"

Lewis D, Christensen D. War hospital [DVD]. [Montreal (QC)]: National Film Board of Canada; 2005. 1 DVD: 89 min., sound, color, 4 3/4 in.

- If no place of publication can be found or inferred, use [place unknown]

Thant M. ECG primer [disk]. [place unknown]: Information Systems for Medicine; c1987. 4 computer disks: sound, color, 5 1/4 in.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Place of Publication

Box 36: Abbreviated words in publisher names:

- Abbreviate commonly used words in publisher names, if desired

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Ltd. for Limited
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Publisher

Box 37: Non-English names for publishers:

- Give publisher names appearing in the roman alphabet (French, Spanish, German, Italian, etc.) in their original language

Rome: Societa Editrice Universo;

Lisbon: Imprensa Medica;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew

Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese, Korean). Place all translated publisher names in square brackets unless the translation is given in the publication.

Tokyo: Medikaru Rebyusha;

Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

Taiyuan (China): Shanxi ke xue ji she chu ban she;

[Note that the concept of capitalization does not exist in Chinese. In transliterating Chinese publisher names, capitalize only the first word and proper nouns]

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* æ

œ *treated as* oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

Aarhus (Denmark): [Aarhus University Press];

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Publisher

Box 38: Government agencies and other national and international bodies as publisher:

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Cancer Institute (US)

National Society on Alcoholism and Drug Dependence (NZ)

Royal Society of Medicine Press Ltd. (GB)

Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note, preceded by "Available from: ".

Available from: US Government Printing Office, Washington, DC; HE 20.4050:B 53/2000.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Publisher

Box 39: Joint publication:

Two organizations may co-publish a book.

- Use the first organization appearing on the opening screens (or on the face of the CD-ROM, DVD, or disk, or on the jewel case or in accompanying material if no publisher information appears on the opening screens)
- Place the name of the second organization as a note at the end of the citation, if desired
- Do not give more than one name as publisher

Example:

Spitzer M, Jones HW 3rd, Runowicz CD, Waggoner SE. Advanced colposcopy [CD-ROM]. Washington: American College of Obstetricians and Gynecologists; c2002. 1 CD-ROM: sound, color, 4 3/4 in. Joint publication of the American Society for Colposcopy and Cervical Pathology.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Publisher

Box 40: Multiple publishers:

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a semicolon

Example:

Spitzer M, Jones HW 3rd, Runowicz CD, Waggoner SE. Advanced colposcopy [CD-ROM]. Washington: American College of Obstetricians and Gynecologists; c2002. 1 CD-ROM: sound, color, 4 3/4 in. Joint publication of the American Society for Colposcopy and Cervical Pathology.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Publisher

Box 41: No publisher can be found:

- If no publisher can be found, use [publisher unknown].

Leung CW. Diagnostic picture tests in paediatric infectious diseases [CD-ROM]. Princess Margaret Hospital; Our Lady of Maryknoll Hospital, producers. Hong Kong: [publisher unknown]: 2000. 1 CD-ROM: color, 4 3/4 in.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Publisher

Box 42: Multiple years of publication:

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

2002-2003

1997-1998

1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

1999 Oct-2000 Mar

2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

2005 Jan-Feb

1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Date of Publication

Box 43: Non-English names for months:

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

mayo = May

luty = Feb

brezen = Mar

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Date of Publication

Box 44: Seasons instead of months:

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:

balvan = Summer

outomno = Fall

hiver = Winter

pomlad = Spring

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Date of Publication

Box 45: Date of publication and date of copyright:

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate it from the copyright date
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Date of Publication

Box 46: No date of publication, but a date of copyright:

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

Hillman SK. Interactive functional anatomy [DVD]. London: Primal Pictures Ltd.; c2003. 1 DVD: color, 4 3/4 in.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Date of Publication

Box 47: No date of publication or copyright can be found:

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the book or in accompanying material, place a question mark after the estimated date and put date information in square brackets

Bombay: Cardiological Society of India; [1980?].

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

Brussels (Belgium): Nauwelaerts; [date unknown].

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Date of Publication

Box 48: Options for date of publication:

It is not NLM policy, but the date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the year of publication only
- Place the year after the last named author (or after the title and type of medium if there is no author), followed by a period
- End publisher information with a period
- Keep any date of update/revision in its usual location

NLM citation:

Subbarao M. Tough cases in carotid stenting [DVD]. Woodbury (CT): Cine-Med, Inc.; 2003. 1 DVD: sound, color, 4 3/4 in.

Name-year system citation:

Subbarao M. 2003. Tough cases in carotid stenting [DVD]. Woodbury (CT): Cine-Med, Inc. 1 DVD: sound, color, 4 3/4 in.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Date of Publication

Box 49: Non-English names for months:

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

mayo = May

luty = Feb

brezen = Mar

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Date of Update/Revision

Box 50: Seasons instead of months:

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:

balvan = Summer

outomno = Fall

hiver = Winter

pomlad = Spring

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Date of Update/Revision

Box 51: Both a date of update and a date of revision:

- Place a date of update or revision in square brackets following the date of publication

Rubenstein E, editor. Scientific American medicine consult [CD-ROM] Version 2.5a. New York: Scientific American, Inc.; 1990 [updated 1990 Sep]. 1 CD-ROM: color, 4 3/4 in.

- If both a date of update and a date of revision are provided, give both in ascending date order

[revised 2006 Dec 4; updated 2007 Feb 12].

[updated 2005 May 6; modified 2006 Mar 10].

- Put both dates in one set of square brackets, separated by a semicolon
- End date information with a period

Example:

New York: Elsevier; 2000 [revised 2001 Sep; updated 2003 Oct].

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Date of Update/Revision

Box 52: More than one type of medium:

- If a book is presented in more than one type of medium, provide the extent for both
- Separate extent for the two types by a semicolon
- End extent information with a period

Examples:

Keyboard microbiology series [CD-ROM + disk]. Blue Bell (PA): Keyboard Pub.; 1995. 1 CD-ROM; 5 computer disks.

Haney H, Leibsohn J. Basic counseling responses in groups: a multimedia learning system for the helping professions [CD-ROM + videocassette]. Pacific Grove (CA): Brooks/Cole/Wadsworth; c2001. 1 CD-ROM; 1 videocassette.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Extent (Pagination)

Box 53: Language for describing physical characteristics:

When a book is published on CD-ROM, DVD, or disk:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

1 DVD:

2 CD-ROMs:

4 computer disks:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches.
- Separate types of information by commas

Typical words used include:

sound

color

black & white

4 3/4 in. (standard CD-ROM and DVD size)

3 1/2 in. (standard computer disk size)

5 1/4 in. (older computer disk size)

Examples of complete physical description statements:

1 DVD: sound, color, 4 3/4 in.

2 CD-ROMs: color, 4 3/4 in.

5 computer disks: 3 1/2 in.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Physical Description

Box 54: More than one type of medium:

- If a book is presented in more than one type of medium, give the physical description for both, separated by a semicolon

Examples:

Keyboard microbiology series [CD-ROM + disk]. Blue Bell (PA): Keyboard Pub.; 1995. 1 CD-ROM: color, 4 3/4 in.; 5 computer disks: 3 1/2 in.

Haney H, Leibsohn J. Basic counseling responses in groups: a multimedia learning system for the helping professions [CD-ROM + videocassette]. Pacific Grove (CA): Brooks/Cole/Wadsworth; c2001. 1 CD-ROM: sound, color, 4 3/4 in.; 1 videocassette: 38 min., sound, color, 1/2 in.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Physical Description

Box 55: Series editor's name provided:

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
 - Give surname first
 - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
 - Separate multiple names with a comma
 - End name information with a comma
 - See the information under Author/Editor for further name rules
- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12.
- Separate the name and the numeration by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Example:

(Jones L, editor. Medicine on CD-ROM; no. 5).

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Series

Box 56: Multiple series:

A book may be part of more than one series. Include information on all series if desired.

- Place each series in parentheses
- Separate the series by a semicolon and a space
- End series information with a period, placed outside the closing parenthesis of the last series

Example:

(Atlas of anatomy; no. 13); (Medicine on CD-ROM education series).

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Series

Box 57: Books appearing in more than one language:

- If a book is written in several languages:
 - Give the title in the first language found on the opening screens
 - List all languages of publication after the extent (pagination) and any physical description
 - Separate the languages by commas
 - End the list of languages with a period

Example:

WHO medicines bookshelf [CD-ROM]. Version 4.0. Geneva: World Health Organization; c2004. 1 CD-ROM: 4 3/4 in. English, French, Spanish.

- If a book is written in two or more equal languages, as often occurs in Canadian publications:
 - Give all titles in the order in which they are presented on the opening screens
 - Separate them with an equals sign with a space on either side
 - List the languages after the extent (pagination) and any physical description, separated by a comma
 - End the list of languages with a period

Example:

Rached T. Medecins de coeur = Doctors with hearts [DVD]. [Montreal (QC)]: National Film Board of Canada; c2006. 1 DVD: 112 min., sound, color, 4 3/4 in. French, English.

- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Language

Box 58: System requirements:

The system requirements necessary to run the CD-ROM, DVD, or disk helps by describing the particular software and hardware needed to view the book.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the wording supplied by the publisher; no standardization is needed
- Separate the types of information with a semicolon
- End requirement information with a period

Examples:

Rosenberg AG. The arthritic knee [CD-ROM]. 2nd ed. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 CD-ROM: sound, 4 3/4 in. System Requirements: 586 Class Chip (e.g., K6, Pentium), 200 MHz or better; 32 MB RAM, 2MB or more of video RAM; Windows 95 or Windows 98; CD-ROM (8x or faster) or DVD drive (4x or faster); Sound Blaster-compatible sound card; modem compliant with standard V.90. (56 Kpbs); mouse.

Young MJ. Introductory genetics [disk]. Pelham (NY): E.M.E. Corp.; c1983. 1 computer disk: 5 1/4 in. System Requirements: Apple II, Apple II Plus, or Apple IIe.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Notes

Box 59: Other types of material to include in notes:

The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the book, then add the note. Some examples of notes are:

- If the book is accompanied by additional material, describe it. Begin with the phrase "Accompanied by" followed by a colon and a space.

Giardino AP. Child maltreatment: training modules and slide sets [CD-ROM]. St. Louis (MO): G.W. Medical Pub.; c2000. 1 CD-ROM: 4 3/4 in. Accompanied by: 3 vol. of instructional modules and 3 vol. of workbooks.

- If the book is not a common one, give the name of a library or other archive where it may be found, including any finding number. Begin with the phrase "Located at" followed by a colon and a space.

Sherman RA. Pain assessment & intervention from a psychophysiological perspective [CD-ROM]. [place, publisher, date unknown]. 1 CD-ROM: 4 3/4 in. Located at: National Library of Medicine, Bethesda, MD; WL 704 CDR no.8 2003.

- If the book title contains initialisms or acronyms, explain them

Miller C, Wildman S, Elgiadi S. The I.C.N.E. computer assisted instruction for intravenous medications: calculation problems [disk]. Spokane (WA): I.C.N.E.; c1990. 1 computer disk: 5 1/4 in. ICNE is the Intercollegiate Center for Nursing Education.

- If the book was sponsored by or prepared for a particular organization, give the name

Mold in the building environment [DVD]. Atlanta (GA): American Society of Heating, Refrigerating, and Air-Conditioning Engineers, c2005. 1 DVD: 180 min., sound, color, 4 3/4 in. Sponsored by ASHRAE's Chapter Technology Transfer Committee.

- If the book was assigned an International Standard Book Number (ISBN), give the number preceded by "ISBN: "

Kacmarek RM. Advanced respiratory care [CD-ROM]. Version 3.0. Philadelphia: Lippincott Williams & Wilkins; c2000. 1 CD-ROM: sound, color, 4 3/4 in. ISBN: 9780683404890.

Return to 18. Books and Other Individual Titles on CD-ROM, DVD, Disk / Notes